

JOB POSTING
Capitol Region Mental Health Center
JOB OPPORTUNITIES
SUMMER WORKER-MANAGED SERVICES DIVISION

PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Location: 500 Vine Street, Hartford, CT 06112
Program/Unit: Managed Services Division
Job Posting No: CR-107705
Shift/Schedule/Hours: 8:00 a.m. – 4:30 p.m.; Monday thru Friday
Salary: \$10.10 - \$11.00 hourly (Depending on previous Summer Worker experience and/or number of college credits).
Posting Date: May 14, 2014 **Closing Date:** May 28, 2014

Duties may include but not limited to: Assisting homeless receiving services to obtain housing, rental assistance and support to the homeless; and assist with paperwork and recording of information, assisting in compilation of service data. Perform other duties as required

Requirements: Prospective hires should have strong interpersonal communication skills; oral and written communication skills; ability to perform research; knowledge and ability to create and utilize Excel spreadsheets; ability to create database.

Application Instructions:

Due to the large number of applications received, it is extremely important to note the **Position Number (found on the posting)** on the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

PLEASE SEND APPLICATIONS TO:
E-Mail: crmhcrecruitment@ct.gov **OR Fax:** (860) 297-0931
Ramona Sablón, Human Resources Specialist
Capitol Region Mental Health Center – Human Resources Division
500 Vine Street, Hartford, CT 06116

The State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.